FOREST FIRE PROTECTION (FFP) GRANT AWARD CHECKLIST

This checklist is provided to help you conduct your fire organization's FFP project. Important dates are noted to keep your project on track. This checklist is not intended to replace the detailed procedural information found in the **"FFP Grant Procedures"** document. If you need a hard copy of information contained in this checklist, please contact the FFP Grant Manager. This document, as well as all documents referred to in the checklist, can be accessed at the **Forest Fire Protection Grant Website**: http://dnr.wi.gov/aid/forestfireprotection.html

DUE	DONE	Grant # FFP-21 _____ Project Dates: 10/01/2020 – 4/15/2021
		GRANT AWARD ACCEPTANCE
10/15/20	☐ ☐ ☐ ☐	Read the grant letter and agreement. Confirm the approved category award amount, total grant award amount, and note any ineligible item(s). It is possible to receive a "partial" award if you requested funds for mapping. Carefully review the grant agreement before accepting this award to fully understand your responsibilities as the grantee. Accept or decline the grant award. Immediately inform the FFP grant manager, in writing, if you decline the grant award.
	☐	Read the **"FFP Grant Procedures"** document for grant administration information. This document is available on the FFP grant program website.
	☐	**Sign both copies of the grant agreement**. Return the DNR COPY to the FFP Grant Manager.
	☐	Complete the **Payee Verification Form and, if necessary, a W-9**.
10/15/20	☐	**Submit –** DNR Copy of Grant Agreement, Payee Verification Form, and, if necessary, a W-9 to the FFP Grant Manager: (*NOTE-new mailing address) ▪ **Mail:** Department of Natural Resources – 3911 Fish Hatchery Road, Fitchburg, WI 53711 ▪ **Email:** DNRFFPGrantProgram@wisconsin.gov ▪ **Fax:** (608) 275-3338
	☐	Create and maintain a grant file for this FFP grant project. Accounts, documents, and records related to this project must be retained for a period of three (3) years and made available upon inspection.

****Once you sign and return these documents, proceed with your project****
You will receive no further confirmation from the DNR.

USE OF GRANT FUNDS		
	☐ ☐ ☐ ☐	**Competitive Procurement** Determine procurement method required for your project by reviewing grant agreement conditions: General Condition 8.e. "Bidding" and Special Conditions B.5.a – b. Another useful tool is the **"Procurement Guide for Local Governments Receiving DNR Grants"**. A complete version of this guide can be found on the FFP grant program website. Secure quotes (if not previously done)**.** Catalog pages, internet pages, and documented telephone contacts are acceptable. Solicit bids, if applicable. Keep a copy of all quotes and/or bid information in the fire organization's grant file for future inspection.
ASAP	☐	Order your equipment from vendor of your choice. **If you are ordering from the DNR's Forestry Equipment R& D Center at Tomahawk (formerly the LeMay Forestry Center), *Place your order as soon as possible to avoid backorders.*** ▪ **Website:** DNR Forestry Center FFP Grant Eligible Catalog
ASAP	☐	Arrange payment and delivery of all products and services on or before the **strictly enforced** project end date of 4/15/21. **There will be no extensions due to the Covid-19 Pandemic this year. It is your responsibility to place your orders early.**

****FFP Grant Projects END on APRIL 15, 2021****

REIMBURSEMENT MATERIALS MUST BE POSTMARKED BY APRIL 15, 2021 - ABSOLUTELY NO EXTENSIONS

All purchases must be received; all services must be rendered on or before this date. Any costs incurred after this date will not be eligible for reimbursement.

REIMBURSEMENT REQUESTS		
Upon FFP project completion BEFORE 4/15/21	☐ ☐ ☐	Complete, sign, and date: **Form 4300-120 (FFP Grant Program Reimbursement Request and Claim Worksheet**): A fillable, printable reimbursement form is available on the FFP Grant website. **Be sure to include check numbers and dates on this form.** Attach: **Proof of purchase.** For each purchase, a detailed invoice must be submitted**.** Quotes and estimates are not acceptable. **Proof of payment** (only if personal credit cards/checks are used). If additional payment documentation is needed, you will be contacted.
On or before 4/15/21	☐	**Submit** reimbursement request to the FFP Grant Manager: ▪ **Mail: Mail:** Department of Natural Resources – 3911 Fish Hatchery Road, Fitchburg, WI 53711 ▪ **Email:** DNRFFPGrantProgram@wisconsin.gov ▪ **Fax:** (608) 275-3338
	☐	Keep a copy of the reimbursement forms, purchase, and payment documentation in your fire organization's grant file to produce upon inspection.
PROJECT COMPLETION/CHECK RECEIPT		
	☐	Participate in an on-site field check conducted by the local DNR Forester/Ranger
CONTACT FOR QUESTIONS		
Sandy Chancellor, FFP Grant Manager Department of Natural Resources 3911 Fish Hatchery Road Fitchburg, WI 53711 Phone: 608-720-0122 Fax: 608-275-3338 E-mail: sandra.chancellor@wisconsin.gov		